



Does the student or their mother/guardian or their father/guardian speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often)*

		Student	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	<i>Other (please specify):</i> ..... .....			

If your child is not an Australian Citizen, does he/she have Australian Resident Status? Yes  No   
*(If you answered 'Yes' to the last question, please provide a CERTIFIED copy of his/her passport and CERTIFIED copy of Proof of Australian Residency)*

If you answered No, Please provide VISA entry details, Visa Number and CERTIFIED copy of Visa.  
 Visa No: \_\_\_\_\_ Details: \_\_\_\_\_  
 If no VISA entry details exist, please explain the travel conditions. \_\_\_\_\_  
 \_\_\_\_\_

Religious Denomination: .....	Has your child been interviewed? Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'Yes' state interview date: .....
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Please list the student's hobbies, activities or interests ..... ..... Does student play a musical instrument? <i>(please indicate which instrument)</i> .....	Responsibilities undertaken <i>(please list, e.g school monitor, prefect)</i> ..... ..... ..... .....
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With whom does the child live?  
 Mother  Father  Both  Guardian   
 Other *(please specify)* .....  
 Name of Stepmother or Stepfather if applicable: .....

Are there any Legal / Court Orders existing regarding this student? Yes  No   
*(If you answered 'yes' to the above question please provide us with a copy of the Court Order/Report)*

**MEDIA CONSENT:**  
 Do you consent to your Childs photograph being used on our Website, in Advertising etc.  
 Yes  No

### Other Children in the Family

All children must be enrolled separately. Children listed here **will not** automatically be enrolled

Full Name	Date of Birth	Entry Year	Entry Year Level	Enrolled at CCS
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

### Parent/Guardian Details

Mother/Parent 1/ Guardian (please circle)	Father/Parent 2/Guardian 2 (please circle)
Surname:	Surname:
Title (e.g. Mr Dr):	Title (e.g. Mrs Dr):
Given Name:	Given Name:
Residential Address:  Postcode:	Residential Address:  Postcode:
Postal Address:  Postcode:	Postal Address:  Postcode:
Telephone (Home): <i>(Please indicate if silent)</i>	Telephone (Home): <i>(Please indicate if silent)</i>
Fax (Home):	Fax (Home):
Mobile:	Mobile:
E-mail:	E-mail:
Occupation:	Occupation:
Position Held:	Position Held:
Employer:	Employer:
I/We would like the weekly newsletter emailed to: .....	
<b>Billing Name and Address</b> <i>(if different from above)</i>	
Name: .....	
Address: .....	
.....Postcode.....	

**Emergency Contacts: *Parents are always contacted first, if not contactable please provide other persons authorised. If you provide the School with the personal information of others, we encourage you to inform them that you are disclosing that information and why; that they can access that information if they wish and that the School does not usually disclose the information to third parties.***

<b>Emergency Contact 1</b>	<b>Emergency Contact 2</b>
Surname:	Surname:
Title (eg. Mrs Dr):	Title (eg. Mr Dr):
Given Name:	Given Name:
Telephone (Home):	Telephone (Home):
Mobile:	Mobile:
Relationship to Family:	Relationship to Family:

### Parent Occupation Groups

What is the occupation <b>group</b> of the <b>Mother/Parent1/Guardian1?</b> <i>Please select the appropriate parental occupation group from the attached list</i>			
What is the occupation <b>group</b> of the <b>Father/Parent2/Guardian2?</b> <i>Please select the appropriate parental occupation group from the attached list</i>			
<ul style="list-style-type: none"> <li>If the person is not currently in <u>paid</u> work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.</li> <li>If the person has not been in <u>paid</u> work in the last 12 months, enter '8' in the box above.</li> </ul>			
<b>What is the level of the <i>highest</i> qualification the parents/guardians have completed?</b>	<b>Mother/Parent 1/ Guardian 1—Mark one box only</b>	<b>Father/Parent 2/ Guardian 2—Mark one box only</b>	
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	
<b>What is the highest year of primary or secondary school the parents/guardians have completed? (For persons who have never attended school, mark 'Year 9 or equivalent or 'below')</b>	<b>Mother/Parent 1/ Guardian 1—Mark one box only</b>	<b>Father/Parent 2/ Guardian 2—Mark one box only</b>	
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	

<b>How did you hear about Caloundra City School?</b>			
Newspaper article/ad <input type="checkbox"/>	Radio Advertisement <input type="checkbox"/>	TV <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>
Real Estate Agent <input type="checkbox"/>	Yellow/White Pages <input type="checkbox"/>	Just passing by <input type="checkbox"/>	CCS staff member <input type="checkbox"/>
CCS Parent <input type="checkbox"/>	CCS Website <input type="checkbox"/>	Internet Search <input type="checkbox"/>	Directory <input type="checkbox"/>
Other (please specify).....			
.....			

### Student Learning Support

The following information will assist us to provide an optimum learning environment for your child:

Please complete the following questionnaire which will enable the Student Support Team to be prepared for your child's personal development.

Does your child have any Special Need Requirements: Yes  No

- |                         |                          |                          |                          |
|-------------------------|--------------------------|--------------------------|--------------------------|
| Gifted & Talented       | <input type="checkbox"/> | Hearing Impaired         | <input type="checkbox"/> |
| Sporting Excellence     | <input type="checkbox"/> | Academic Excellence      | <input type="checkbox"/> |
| Physically Impaired     | <input type="checkbox"/> | Learning Support         | <input type="checkbox"/> |
| Speech and Language     | <input type="checkbox"/> | Visually Impaired        | <input type="checkbox"/> |
| Intellectually Impaired | <input type="checkbox"/> | Autism Spectrum Disorder | <input type="checkbox"/> |
| Behavioural Impairment  | <input type="checkbox"/> | ADD/ADHD                 | <input type="checkbox"/> |

Other  *Please provide details below*

.....

**Has your child previously required learning support?** Yes  No

.....

**Does your child require any learning assistance?** Yes  No

.....

**Has your child ever had a specialist assessment by any of the following?** Yes  No

- |                        |                          |                 |                          |
|------------------------|--------------------------|-----------------|--------------------------|
| Speech Pathologist     | <input type="checkbox"/> | Physiotherapist | <input type="checkbox"/> |
| Psychologist           | <input type="checkbox"/> | Optometrist     | <input type="checkbox"/> |
| Occupational Therapist | <input type="checkbox"/> | Audiologist     | <input type="checkbox"/> |

Please describe:

.....  
.....  
.....

Is there anything with regard to your child's health that may affect his/her education at our school?  
(eg serious illnesses, life-threatening allergies etc)

.....  
.....  
.....  
.....

**MEDICAL - A FULL MEDICAL FORM WILL BE GIVEN TO YOU AT TIME OF COMMENCING SCHOOL TO BE FILLED IN AND RETURNED.**

**Declaration**

I/We hereby apply for admission of

.....  
(Student's name and surname)

whose details appear on the Application Form, subject to the terms and conditions listed below.

- I/We enclose the **Enrolment Application Fee of \$150.00**.
- I/We understand that there will be an **Enrolment Confirmation Fee of \$750.00** payable should a place be offered.
- I/we acknowledge that the Enrolment Application Fee and the Enrolment Confirmation Fees are non-refundable and will not be deducted from future school fees.
- I/We have read the **Parent Handbook** and agree to be bound by the terms and conditions as set out in this Application and as contained in the Prospectus and in particular, acknowledge the following:
  - The School retains the right to vary the terms and conditions of enrolment from time to time as required.
  - I/We agree to support the philosophy of the School and to cooperate with the School in all matters therein, including matters of School discipline, and if requested, meet with the Principal or designated nominee from the Senior Administration Team.
  - I/We acknowledge that an enrolment at Caloundra City School implies acceptance of the School Code of Conduct by our son or daughter.
  - I/We undertake to be responsible for and to pay punctually, as they fall due, all fees and expenses in accordance with the terms set forth in the Schedule of Fees issued by the School from time to time and I/we acknowledge that I/we am/are liable to pay such fees and expenses.
  - I/We acknowledge that, unless otherwise agreed in writing with the School, both parents/guardians are jointly and severally liable for payment of all fees and charges levied by the School from time to time and should any fees or charges not be paid by the due date, then the enrolment of the student may be cancelled at the sole discretion of the School.
  - I/We understand that one term's notice in writing is necessary if at any time we choose to remove our child(ren) from the School, otherwise we will be charged for the subsequent half term's tuition fees.
  - I/We undertake to keep the School informed at all times of any change in our postal, residential and other details.
  - I/we agree/do not agree to have our child's image used for promotional/marketing purposes.
  - I/We have read the attached Privacy Policy and agree to abide by its terms.
  - I/We understand that the personal information provided in this form and any subsequent interview and enrolment process will be used for the provision of educational services, administration and accounting purposes and for the purpose of processing this enrolment application.

.....  
Signature of Father / Guardian

.....  
Signature of Mother / Guardian

.....  
Date

.....  
Date

## PRIVACY INFORMATION

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly, to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health eg notification of contagious diseases and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions images and information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, on our website and for other promotional/marketing purposes.
8. Parents may seek access to personal information collected about them and their child by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty or care to the student, or where students have provided information in confidence.
9. The School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details, eg name, address and home telephone number in a class list or School directory. If you do not agree to this you must advise the School.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, so that they can access that information if they wish and that the School does not usually disclose the information to third parties.
12. On occasion information such as academic and sporting achievements, pupil activities and other news may be published in the school newsletter, magazines or newspapers and may be published on the web site.

### General Advice:

This form is an Enrolment form only and does not constitute an offer of a place. Applicants will be advised in writing of the status of their application.

Once the application is received the steps in the Enrolment Process normally include:

- An invitation to an enrolment information session and interview prior to enrolment.
- If a place is available, a formal offer of a place will be made and it will require written acceptance together with the payment of \$750.00 Enrolment Confirmation Fee.

### Payment Method:

- A cheque for the Enrolment Application Fee of \$150 is enclosed.  
*(Please make cheque payable to Caloundra City School)*
- Please charge the Enrolment Application Fee of \$150 to my Credit Card *(details below)*
- Please charge the Confirmation Fee of \$750 to my Credit Card *(details below)*

VISA       Mastercard       Bankcard

Card Number                      Expiry Date   /

Cardholder's Name ..... Signature.....

please print

## List of Parental Occupation Groups

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

### **Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

**Group 4: Machine operators, hospitality staff, assistants, labourers and related workers****Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Laborers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker (Laborer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)